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Agenda

- Sign In / Registration
- Welcome / Overview
- Opening Remarks
- Source Selection Process, Acquisition Strategy, and Request for Proposal Discussion
- SOW Discussion
- Sample Task
- Evaluation Criteria
- Proposal Instructions
- Miscellaneous
  - FAQs, Notable Final RFP Changes, Amendment 01, Pre-Award Audit, Past Performance
- Closing Remarks

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HEAVY ENGINEERING REPAIR AND CONSTRUCTION (HERC)

Pre-Proposal Conference
Solicitation FA8903-05-R-8218

U.S. AIR FORCE

6 September 2005

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Presenters

Name	Function
Major Ken Rogers	Source Selection Evaluation Team Chair
Mr. Paul Parker	Source Selection Authority
Ms. Kimberly Drake	Contracting Officer
1Lt Jessica Woods, PE	Technical Team Chief
Mr. Dan Turek	Technical Team Member

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Overview

Mr. Paul Parker
AFCEE Director

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6 September 2005

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Announcements

- Registration
- Restrooms
- Break
- Q&A
- HERC Website
  - http://www.afcee.brooks.af.mil/pkv/HERC/default.asp?CID=67&folder=HERC

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General Information

- Presentation Materials on HERC website/FedBizOpps
  - Final RFP is posted on the HERC website/FedBizOpps
- Tape recorders or video cameras are not allowed during the conference
  - These proceedings are being video recorded by AFCEE to facilitate proper documentation
- Open dialogue and discussion is encouraged throughout this conference

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General Information

- RFP takes precedence over any discussion/answer provided in the conference
- There will be a question and answer session after each presentation
  - Submit questions to the HERC website for an official response

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Conference Goals

- Communicate AFCEE requirements
- Help you submit better proposals
- Address questions or clarifications

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Source Selection Process

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Ms. Kimberly Drake
Contracting Officer

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Source Selection Process

- How RFP developed
- Risk Assessment and Evaluation Factors
- Overall Assessment
- Exchanges and Evaluation Notices

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Acquisition Strategy

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Ms. Kimberly Drake
Contracting Officer

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HERC Scope

- Primary Requirement is Heavy Construction
  - Emphasis on MILCON, BRAC, and Iraq
  - Worldwide Engineering and Construction
    - Contractors may be tasked to complete turnkey, design build, design build plus, and traditional construction efforts
    - Contractors may be tasked to perform these services in remote, austere, and hostile environments – wherever AFCEE customers require
- Secondary Requirement is for Ancillary Tasks to Support Construction
  - No stand-alone design
  - No stand-alone environmental

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HERC Scope

- Average Order Considerations
  - AF average MILCON $3-10M
  - Anticipated BRAC TOs - $50M+
  - Historical average Iraq TOs - $30M
  - NAF/AAFES typical range $5-15M

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HERC Strategy

- Program Ceiling: $6B
  - AFCEE may adjust (upward) annually based on historic, current, and/or projected workload
  - Maximum adjustment of 250% of original program ceiling, $15B
- Procure under NAICS 236220, Commercial and Institutional Building Construction ($28.5M Size Standard)
- Approximately 15-20 awards
- Up to five 8(a) set asides
- Period of Performance
  - Ordering period: 5 years plus 3 one-year options
  - Performance completion: 3 years thereafter

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Contract Specifics

- Contract Types
  - Firm-Fixed Price (FFP)
  - Cost-Plus Fixed-Fee (CPFF)
- Indefinite-Delivery / Indefinite-Quantity (IDIQ)
  - Multiple Awards
  - Various Task Order Minimums
    - Contractual Minimum Guarantee will be $2,500
      - Satisfied by Task Order 0001 award
      - Post Award Conference
    - Minimum TO size will be $10,000 for the following CLINs
      - Planning & Programming
      - Constructability Reviews
    - Minimum TO size will be $750,000 for the following CLIN
      - Construction Efforts
  - Maximum TO size will be $300M

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Number of Contracts

- Offerors must identify the choice of competition, via Choice of Competition Form (ITO 3.3; Attachment L-7)
  - Full and Open
  - 8(a)
  - Full and Open will be evaluated first
- Approximately 15-20 contracts to be awarded
  - Full and Open
    - Large Business and Small Business automatically evaluated
    - 8(a) must identify their intent to compete
  - Competitive set-asides
    - Up to five 8(a)
  - Total number of awards will be based on the quality and quantity of proposals received

Teaming

- Prime Contractors
  - Fully responsible for contract performance and submittals
  - Shall identify teaming partners
- All team members must have signed TAs/LOIs
  - Must unconditionally commit both parties to performance under this contract
  - Must be provided in Volume I, Contracting
  - Subcontractors without a TA or LOI will NOT be considered or evaluated as part of the team
  - This includes any materials submitted: projects, past performance information, etc.

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Teaming

- First Tier Subcontractors
  - Projected Performance < 20% of the work
    - Include as a team member at the Prime's discretion
    - If included, either a TA or LOI is required
  - Projected Performance > 20% of the work
    - Signed TA or LOI required

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Teaming

- No limitation to teaming arrangements
  - But, only one contract may be awarded to an Offeror as a Prime or as part of a Joint Venture
- Proposals will be evaluated based on the team, not just the Prime
- Joint Ventures – sole business entity
- Mentor-Protégé (M-P) – formal TAs or LOIs are required to qualify as team members

Questions

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Statement of Work Discussion

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1Lt Jessica Woods, P.E.

Technical Team Chief

Technical

- Design and Construction Strategies
  - Turn-key
  - Design-Build and Design-Build +
  - Design-Bid-Build
  - Construction
    - CWP/IWP with a design
    - CWP/IWP without a design

Turn-key

- Turn-key
  - One-step turn-key will be used to perform both the design and construction using performance specifications
  - Shall be used for authorized military construction projects only, which include regular MILCON, UMMC, MFH, and BRAC
  - HERC contractor will serve as both the Architect of Record as well as the Contractor of Record
- Contract Type
  - Firm Fixed Price only
- Project Locations
  - CONUS and OCONUS

Design-Build & Design-Build +

- Design-Build
  - Design-build will be used to perform design and construction
  - D-B can be used for authorized military construction projects such as MILCON, UMMC, MFH, and BRAC. In addition to these types of projects, D-B can also be used for projects outside of authorized military construction
  - The HERC contractor will serve as both the Architect of Record as well as the Contractor of Record
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
    - No approval required for OCONUS TOs
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

Design-Bid-Build

- Design-Bid-Build
  - Under this type of effort, a complete design and set of specifications shall be provided to the Contractor for construction
  - The HERC contractor will serve as the Contractor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
    - No approval required for OCONUS TOs
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

Construction CWP/IWP with a Design

- Construction with a Design
  - For TOs where designs are provided to the HERC contractor, via full designs/specifications, Military Handbooks, Military Design Guides, or other design documents, AFCEE may choose to streamline construction by using a Conceptual Work Plan & Implementation Work Plan (CWP/IWP)
  - Typically, CWP/IWP will be used for OCONUS projects but can be used CONUS in cases where designs are provided by the Government
  - Under this type of effort, the HERC contractor will be the Contractor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
    - No approval required for OCONUS TOs
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

Construction CWP/IWP without a Design

- Construction without a Design
  - For TOs that do not require full-scale, signed/sealed designs, as determined by existing rules, regulations, instructions, AFCEE, and/or facility engineers, AFCEE may choose to streamline construction by using CWP/IWP
  - This approach may be used for projects in contingency environments, repair/renovations, site adaptations, and OCONUS
  - Under this type of effort, the HERC contractor will be the Contractor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - All CONUS TOs must have approval from AFCEE/AC
    - No approval required for OCONUS TOs
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

Statement of Work Frequently Asked Questions

- HERC will not include stand-alone environmental projects
- Hostile environment security – Gov't does not supply weapons
- HERC will not cover SRM work
- Ktr will provide project websites
- Emergency response
- WBS shall be consistent with CSI format
- SOW does NOT require UXO removal capability

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RFP Frequently Asked Questions

- Team experience – pick the best projects from the team IAW the SOW requirements for Vol II Technical
- Excess bonding – $50M project, $100M total
- PEs and RAs – Ktr could be Architect or Engineer of Record

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Sample Task Discussion

Mr. Dan Turek

Technical Team Member

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Sample Task Notes

- FFP
- Building Function
  - Squad Ops/AMU facility to support KC-135 aircraft
  - 295 people
  - Two story
  - In San Antonio, TX (fictional project)
- Page limitation for each deliverable (cost estimate is unlimited) See Section L, Table 2-2
- Drawing size limitation 8.5 x 11 and 11 x 17
- Only 4 deliverables to be included in Volume II Sample Task (separate binder)

Sample Task

Page Count

		Pages
4.7	VOLUME II SAMPLE TASK	
4.7.1.1	Work Breakdown Structure	5
4.7.1.2	Project Planning Chart/Construction Planning Chart	5
4.7.1.3 and 7.4	Construction Work Plan (The cost estimate has an unlimited page count and is over and above the 50 page limit for this section)	50 + the cost estimate
4.7.1.4	Conceptual Design	50

Sample Task

Space Requirements Table

Space Type	Area (SF)	Remarks
Command Section	1,780	
Life Support	7,130	
Common Use	10,410	
Maintenance	9,160	
Operations	7,050	
Circulation	5,370	
Parking Lot		184 vehicles (including 4 handicapped spaces)
TOTAL SQUARE FEET	40,900	

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Sample Task Frequently Asked Questions

- Electrical Distribution at 13.8 KVA
- Over Head Doors – Forklifts
  - Two roll-up doors shall be required to allow access for high-lift forklift vehicles with pallets. The maximum height of these vehicles is 11’-7”, and their width is 8’-5”. The gross weight of these vehicles, fully loaded, is 22,540 lb
- No interior furnishings except theater seats required
- The life support shop area for storage and maintenance of oxygen breathing apparatus shall be a dust free environment, with provisions for close control of temperature and humidity.
- CSI Compatible Format to be used
  - No mandate to use CSI 2004 format
- Sample task assumptions

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Sample Task
Frequently Asked Questions

Typical forklift for use in Maintenance Area

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Sample Task 1st floor

Sample Task 2nd floor

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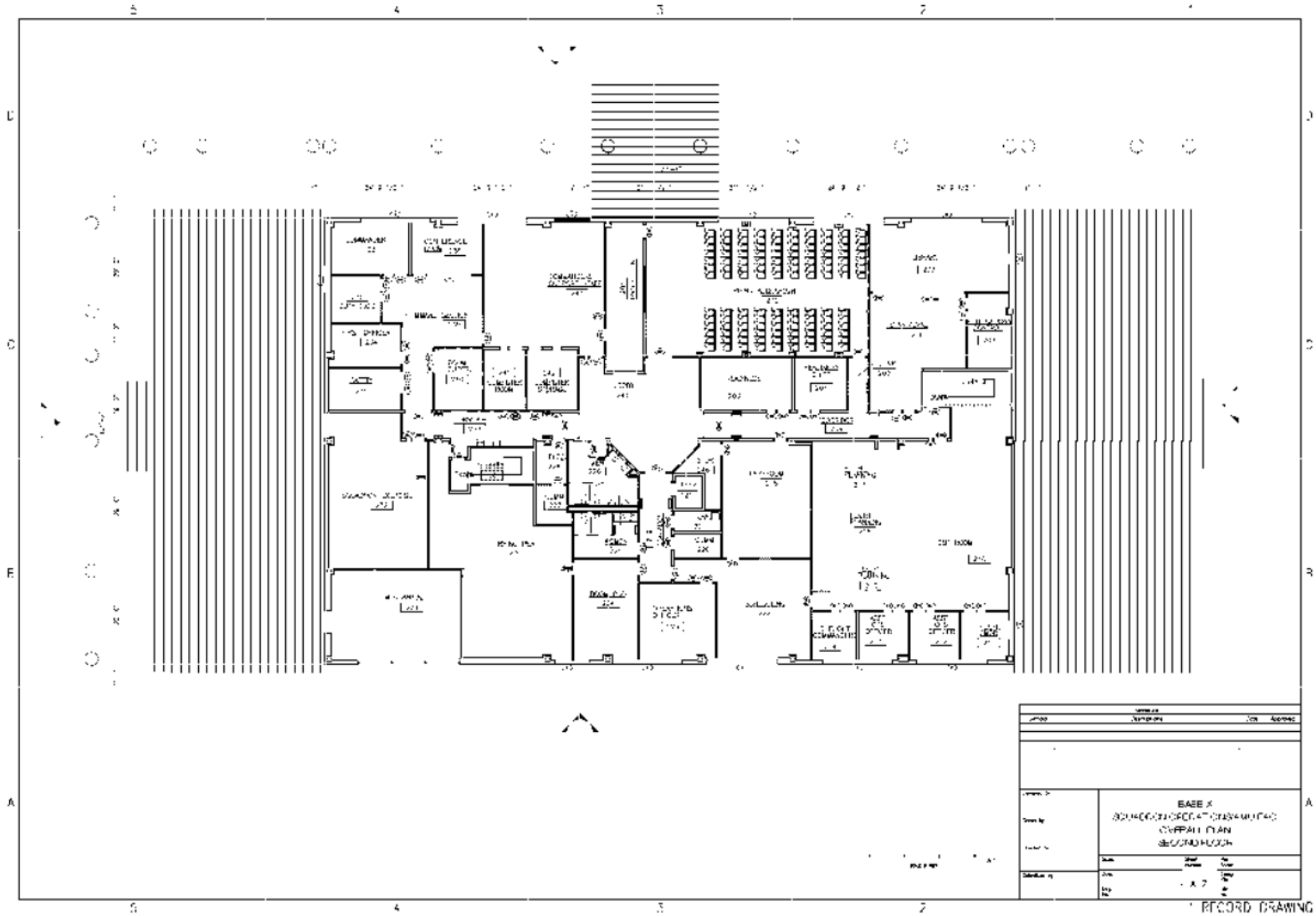

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Sample Task Deliverables

- Work Breakdown Structure
- Project Planning Chart/Construction Planning Chart
- Construction Work Plan
  - Design Analysis with Performance characteristics
  - Design and Construction cost estimate - FFP
- Concept Design
  - Process to reach 35% design
  - Site Plan/Roof Plan dwgs
  - Floor Plan dwgs
  - Elevations dwgs (all)
  - Mechanical (HVAC and elevator) dwgs
  - Plumbing dwgs
  - Electrical – one line diagram only

Questions

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Evaluation Criteria

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1Lt Jessica Woods, P.E.
and
Ms. Kimberly Drake
Contracting Officer

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Evaluation Criteria

- Risk Assessment drove evaluation criteria
- Emphasis on Discriminators
- Factors
  - 1 – Technical Qualifications & Mission Capability
  - 2 – Proposal Risk
  - 3 – Past Performance
  - 4 – Cost/Price

Factors 1, 2, and 3, when combined, are
significantly more important than cost/price

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Evaluation Criteria

- Factor 1 – Technical Qualifications & Mission Capability Subfactors
  - 1.1 Resources
  - 1.2 Management Approac
  - 1.3 Experience
  - 1.4 Sample Task
  - 1.5 Small Business Participation
- Factor 2 - Proposal Risk Subfactors
  - 2.1 Resources
  - 2.2 Management Approac
  - 2.3 Experience
  - 2.4 Sample Task
  - 2.5 Small Business Participation

1.1, 1.2, and 1.3 are equally important
1.4 is less important than each of the a
1.5 is less important than 1.4

2.1, 2.2, and 2.3 are equally important
2.4 is less important than each of the a
2.5 is less important than 2.4

Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.1 Resources
  - Provide organization chart for all team members and Key Personnel, including resumes for Key Personnel
  - Describe resources; including number & skills of personnel, size & location of offices, both CONUS & OCONUS, the Prime and team will use to manage and execute task orders under this contract
  - Describe how the team resources will be used to meet both typical and surge requirements
  - Provide number and locations of licensed Professional Engineers and Registered Architects within the team

Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.1 Resources (cont.)
  - Provide a graphic of the location and size of team offices both CONUS and OCONUS. Distinguish between Prime and team offices. Do not include AF locations on the team office graphic
  - Describe resources the Prime and Team will use to manage and execute task orders in remote, austere, and hostile environments
  - Provide information on their human resources plan for retaining qualified personnel in remote, austere, and hostile environments
  - Demonstrate total and excess bonding capacity

Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.2 Management Approach
  - Provide management plan including teaming structure, roles and responsibilities, experience working as a team, and anticipated portion for each team member – be sure to address the utilization and management of subcontractors and property control
  - Describe how the Prime will administer and utilize team resources to respond to and manage multiple, concurrent, geographically dispersed TOs, both CONUS and OCONUS

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Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.2 Management Approach (cont.)
  - Describe how the Prime will administer and utilize its resources to manage multiple, concurrent TOs in remote, austere, and hostile environments, including logistics and site/personnel security issues
  - Describe process/plan Prime has in place to effectively and efficiently provide QA/QC and manage site safety
  - Describe processes the Prime has in place to identify and mitigate management issues, i.e. schedule delays, subcontractor nonperformance, cost growth, etc. – how have these processes been implemented and what is the outcome

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Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.2 Management Approach (cont.)
  - Describe the Prime's process to ensure tasks are executed within cost, schedule, and quality goals – what is the process for minimizing risks and to ensure that cost, schedule, and quality status and issues are clearly communicated with both the contractor and the Government
  - Describe Prime's management approach for ensuring that multiple tasks are successfully completed

Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.3 Experience
  - Demonstrate team experience by submitting team's 5 most relevant projects (Attachment L-8 Format)
    - One project >$1M but <$5M
    - One project >$5M but <$15M
    - Three projects >$15M, one of which must be in a foreign country
  - One of the five must be from the Prime
  - Desirables
    - Team and key personnel with DoD construction experience in remote, austere, or hostile environments
    - Relevant team projects >$25M

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Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.3 Experience (cont.)
  - Demonstrate experience in executing concurrent, geographically dispersed projects by submitting 15 projects for the team
    - Five of the 15 projects must be from the Prime
    - Projects may include the same 5 submitted for the previous section
  - Desirables
    - Multiple continents
    - Wide geographic dispersion
    - Relevant DoD projects in remote, austere, or hostile environments

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Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.4 Sample Task (Sample Task does not represent an anticipated requirement)
  - Subfactor is met when the Offeror demonstrates the following:
    - The ability to effectively prepare and submit a WBS in the Construction Standard Institute (CSI) Compatible Format for construction activities
    - The ability to effectively prepare and submit Project Planning Chart (PPC)/Construction Planning Chart (CPC)
    - The ability to effectively develop program requirements into a Conceptual (35%) Design
    - The ability to effectively develop a Construction Work Plan containing the minimum elements as described in the Sample Task Statement of Work

Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.5 Small Business Participation
  - Subcontracting Plan
    - Required from large business Offerors only
    - Describe type and extent of small business participation
    - Demonstrate valid corporate commitment
    - Describe how minimum subcontracting goals will be met

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Evaluation Criteria

Factor 1 – Technical Qualifications & Mission Capability

- Subfactor 1.5 Small Business Participation (

Small Business	30% of total awarded or obligated dollars
Small Disadvantaged Business	5% of total subcontracted dollars
Woman Owned Business	5% of total subcontracted dollars
HUBZone Small Business	3% of total subcontracted dollars
Service Disabled Veteran Owned Small Business	3% of total subcontracted dollars
Veteran Owned Small Business	3% of total subcontracted dollars

  - Note: Work performed in foreign countries is not allocable to these goals

Evaluation Criteria

Factor 2 – Proposal Risk

- Government's assessment of risks associated with Offeror's proposal
- Focuses on risks and weaknesses associated with proposed approach
  - Includes assessment of:
    - Potential for disruption of schedule
    - Increased cost
    - Degradation of performance
    - Need for increased Government oversight
    - Likelihood of unsuccessful contract performance
- Addresses Offerors proposal for mitigating risk

Evaluation Criteria

Factor 2 – Proposal Risk (cont.)

- Evaluate each Technical Qualifications & Mission Capability Subfactors (1.1-1.5) with the following possible outcomes:
  - **HIGH (H)** – ***Likely to cause*** significant disruption of schedule, increased cost or degradation of performance. Risk may be unacceptable even with special contractor emphasis and close government monitoring.
  - **MODERATE (M)** – ***Can potentially cause*** disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close government monitoring will likely be able to overcome difficulties.
  - **LOW (L)** – Has ***little potential to cause*** disruption of schedule, increased cost or degradation of performance. Normal contractor effort and normal government monitoring will likely be able to overcome any difficulties.

Evaluation Criteria

Factor 3 – Past Performance

- Conducted by the Performance Confidence Assessment Group (PCAG)
- Ten projects to be submitted with at least three projects from the Prime
- Web-based past performance submittal system
- Projects evaluated based on:
  - Recency
  - Relevancy
  - Performance
- Integrated Performance Confidence Assessment Rating (PCA) based on the recency, relevancy, and performance ratings for each project

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Evaluation Criteria

Factor 4 – Cost/Price

- Total Evaluated Price
  - Sample Task
    - FFP complete construction cost estimate
  - Pricing Model
    - FFP labor rates proposed in Attachments L-9 and L-10
      - Submit L-9 and L-10 in Microsoft Excel format
    - Predetermined labor categories and associated labor hours
- Price Reasonableness
- Cost Realism

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Process Notes

- Intent to award without discussions
- New Mandatory Procedures MP5315.3 10 Aug 05
  - SSET provides recommendation for award to SSA
  - SSA shall not be the clearance approval authority (AFFARS 5301.9001)

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Proposal Instructions

- Follow the RFP EXACTLY!
  - Provide information EXACTLY as described in Section L
  - Pictures are not necessary
  - Use tables and charts where appropriate
  - Address each item separately, distinctly
  - Be specific, concise
  - Make it easy for the evaluators
    - To read
    - To find Information
    - To compare what you provide to the evaluation criteria

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Proposal Instructions

- There are no hidden agendas in the RFP
- DO NOT try to read between the lines
- Number pages sequentially per volume (1, 2, 3, etc)
- No commercials – only substantiated facts
- Fill in labor rates for all categories in Attachments L-9 and L-10
  - Prime contractor rates
- No fill-ins required in Section B

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Proposal Instructions

- All requirements in the solicitation are MANDATORY
- It is unacceptable
  - To simply state that the Offeror understands and intends to comply
  - To paraphrase statements in the RFP
- Proposal shall be clear, concise, and include sufficient detail to substantiate validity of claims
- Provide convincing rationale to address how the Offeror intends to meet the requirements

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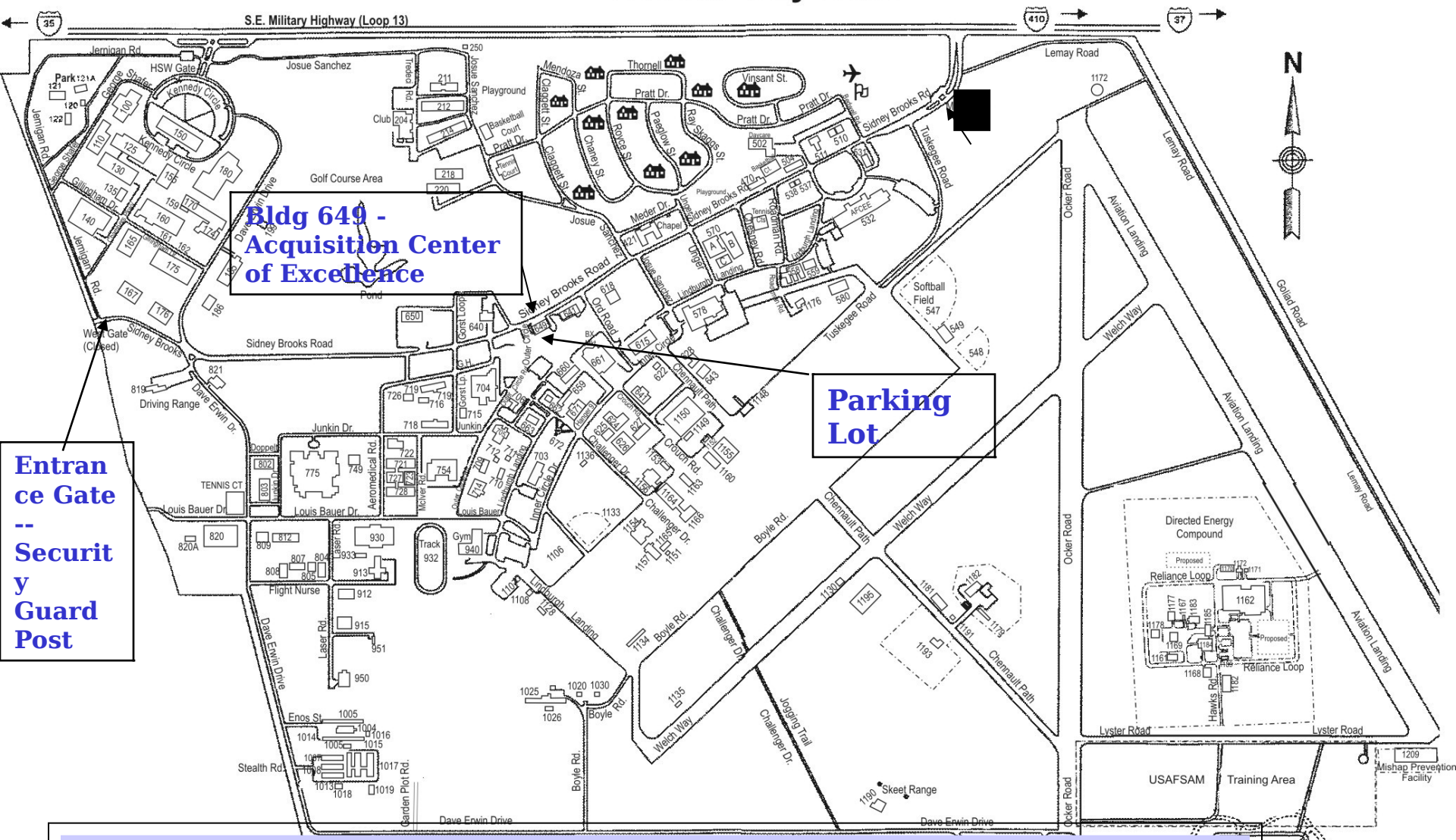
Proposal Submittal

- Location (SF33 Block 8)
  Ms. Kimberly Drake
  311 HSW/PKV-C
  2810 Sidney Brooks (Building 649)
  Brooks City-Base, TX 78235-5120
- Date
  26 October 2005
- Time
  3:30 PM (Central Time)
- US Postal Service does not deliver to Building 649
- Beware of construction

Brooks City-Base



Enter the Entrance Gate to Brooks City-Base on South Presa. You are on the main road called Sidney Brooks. Building 649 is on the right side of Sidney Brooks approximately one mile from the gate. It is located at the intersection of Sidney Brooks and Outer Circle Rd. Turn right onto Outer Circle Rd. Then, take the first left turn and park behind Building 649. Enter the building using the Acquisition Center of Excellence entrance. This is the door on the left side of the building when looking at it from the parking lot. Just to the right of the door, which is kept locked, is a buzzer.

Rejection of Offers

- Basis for Rejection of Offers
  - Required Statement
    - Section L paragraph 1 of Executive Summary in Volume I, please state clearly one of the following: "The Prime will/will not perform work in any location where AFCEE customers have needs; including remote, austere, and hostile environments."
    - Failure to include this statement or unwillingness of the Prime to perform work in remote, austere, and hostile environments will result in the proposal being eliminated from further consideration for award
  - Unrealistically high or low in price
  - Failure to comprehend the complexity and risks of the program

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Frequently Asked Questions

- Typical low-end TOs of $2M to $5M
- Sample task pricing information goes in Vol II Sample Task
- Pricing Model
- Price Evaluation
- Joint Ventures
- Past Performance Projects
- Small Business Percentage
- Task Order 1

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Notable Final RFP Changes

- Increase in the size of the Sample Task
- Program size increase
- Project dollar values
- Inclusion of NAF CLINS and clauses
- Program Manager required experience
- SOW does NOT require UXO removal capability
- Minimum/Maximum order amount
- Some requirements and desirables in Section M
- Section L required statement
- Addition of Pricing Model

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Amendment 01 Changes

- Contract Data Requirements List (CDRL)/Data Item Descriptions (DIDs), DIDs will be provided
- Attachments L-9 and L-10
  - Submit in Excel format
- Delivery of Proposals
  - US Postal Service not available to Bldg 649 at Brooks City-Base.
  - Proposals shall be sent via FedEx/UPS/other comparable carrier or hand delivered

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Amendment 01 Changes

- Clarification on submission of pricing information
  - Firm-fixed price labor rates shall be included in both Volume I, Contract Documentation, Model Contract, as Attachment 4; and Volume IV, Price.
  - Sample Task pricing is separate, Vol II Sample Task
  - Exceptions/Assumptions and Rationale shall be provided for the Sample Task
- Statement of Work
  - No mandate to use CSI 2004 format

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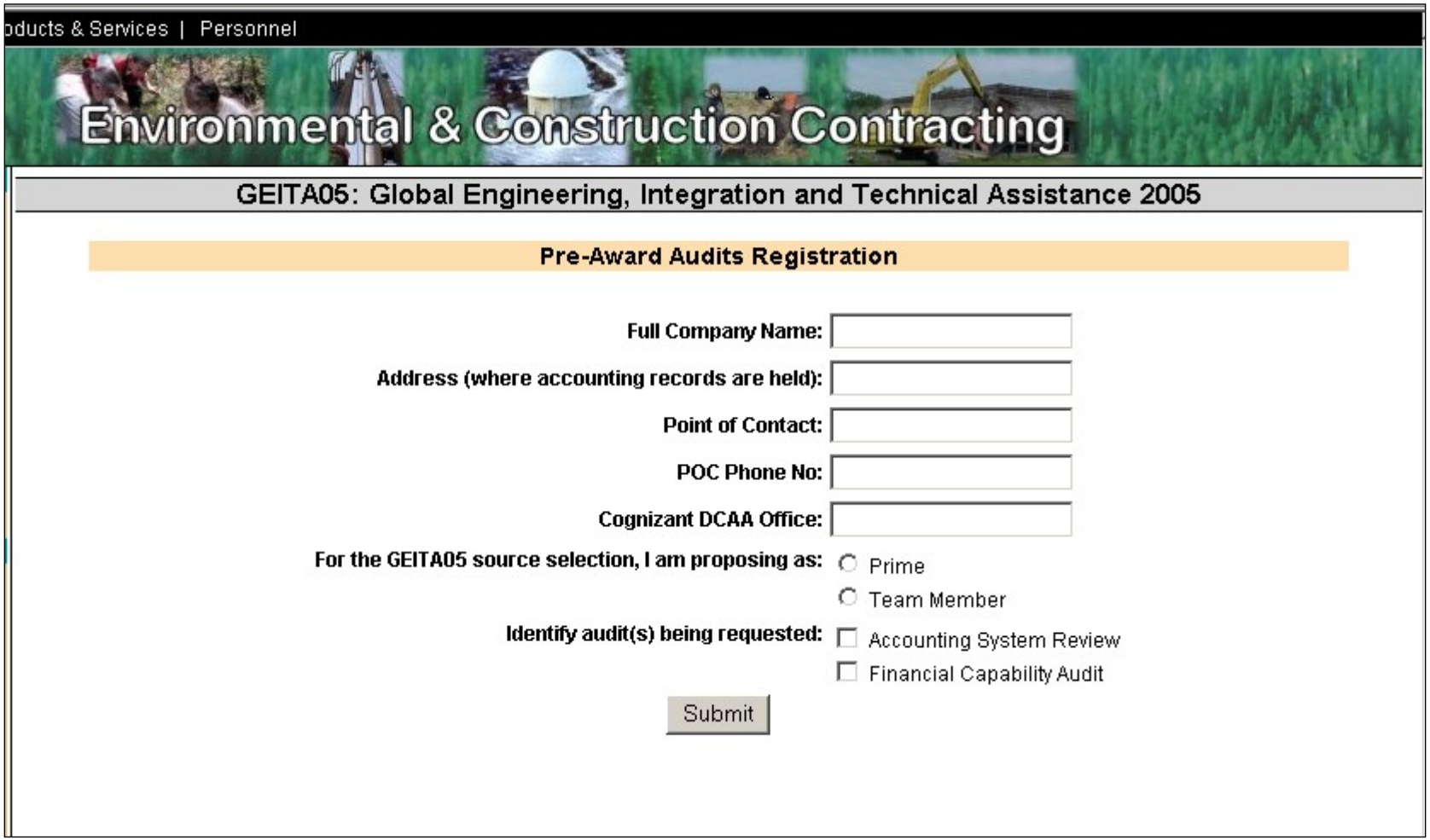
Registration for Pre-Award Audits

- Register on-line
- Expedites evaluation process
- Info needed to register
  - Company's full name
  - Address where accounting records held
  - POC and phone number
  - Cognizant DCAA office
  - Whether proposing as prime or team member

Example – Website Registration



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Contract Schedule

- Draft RFP 19 May 05, 5 Jul 05
- Pre-Solicitation Conference 13 Jun 05
- Issuance of Synopsis 13 Jul 05
- Issuance of Final RFP 22 Aug 05
- Past Performance Due 11 Oct 05
- Receipt of Proposals 26 Oct 05
- Contract Awards 30 Mar 06

Questions

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Past Performance

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Ms. Kimberly Drake

Contracting Officer

Example Past Performance Information Form Website

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GEITA05 Past Performance Information Form

Welcome to the GEITA05 Past Performance Information Form website!

This site will take you through each section of the Past Performance Information (PPI) Form and serve as the primary repository for all past performance data submitted in support of your GEITA05 proposal. It is strongly recommended you review Attachment L-5 found in the Request for Proposals. It is a hard copy of this online PPI Form and will ensure you have all pertinent information at hand in order to complete your online PPI Form(s) in a timely manner.

Team

Only one past performance POC per ~~company~~ will be given access to this website. **It is important that you email afcee.geita05@brooks.af.mil the name and email address of that individual**. This past performance POC is the only individual in your firm that will be able to input, edit and submit the PPI Form(s) required. The past performance POC may edit all information necessary by using this website and process up until 3:30 p.m. CST on 21 Nov 03 when proposals are due. Should you encounter any problems or have any questions, please contact Angelica Armenta via email at afcee.geita05@brooks.af.mil or by phone at (210) 536-3037.

Login

Email Address

Submit

How to use this system

You MUST be the designated past performance POC for your company AND be able to access your email account.

1. Submit your email address.
2. Within a minute or two you should receive a PIN number emailed to the address you submitted.
3. Use this PIN number to complete your login.
4. After submitting your PIN, you will be directed to the PPI Form menu where you can begin inputting all data required.

NOTE: To login and complete the online PPI Form(s), the past performance POC must have access to their email account.

Example Email Message to POC After Registration

U.S. AIR FORCE

Thank you for your continued interest in the GEITA05 source selection!

The Air Force Center for Environmental Excellence is initiating a new online past performance submission process. All present/past performance information to be considered in this source selection must be submitted by accessing the AFCEE link below no later than the RFP due date of 15 Oct 03.

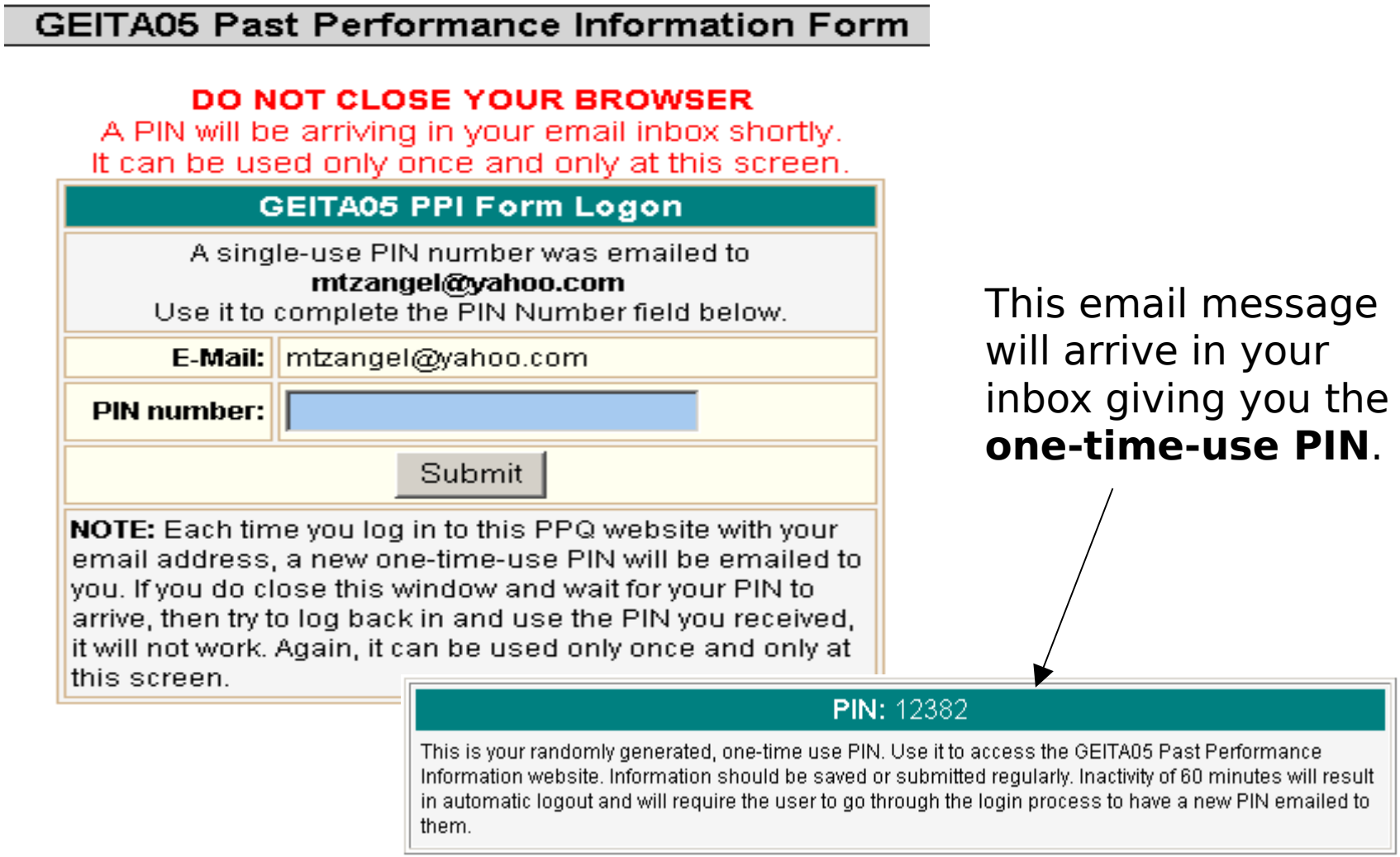
http://www.afcee.brooks.af.mil/pkw/GEITA05/_pastperf/login.asp

This email address - mtzangel@yahoo.com - will be your login. THIS IS THE ONLY EMAIL ADDRESS FOR YOUR TEAM THAT WILL BE ALLOWED ACCESS TO THE PAST PERFORMANCE WEBSITE. A randomly generated, one-time use PIN will be emailed to this address upon login, so you must be able to access your account. Everytime you enter the system, a new PIN will be emailed to you.

Should you encounter any problems, it is your responsibility to notify the source selection team by sending an email to afcee.GEITA05@brooks.af.mil.

Example - Secure Login

U.S. AIR FORCE


GEITA05 Past Performance Information Form
DO NOT CLOSE YOUR BROWSER
A PIN will be arriving in your email inbox shortly.
It can be used only once and only at this screen.
GEITA05 PPI Form Logon
A single-use PIN number was emailed to
mtzangel@yahoo.com
Use it to complete the PIN Number field below.
E-Mail:
mtzangel@yahoo.com
PIN number:
Submit
NOTE: Each time you log in to this PPQ website with your email address, a new one-time-use PIN will be emailed to you. If you do close this window and wait for your PIN to arrive, then try to log back in and use the PIN you received, it will not work. Again, it can be used only once and only at this screen.
PIN: 12382
This is your randomly generated, one-time use PIN. Use it to access the GEITA05 Past Performance Information website. Information should be saved or submitted regularly. Inactivity of 60 minutes will result in automatic logout and will require the user to go through the login process to have a new PIN emailed to them.

This email message will arrive in your inbox giving you the **one-time-use PIN**.

Example - Offeror's View of Contracts Submitted

U.S. AIR FORCE

GEITA05 Past Performance Information Form

Logout

Contract List

Select the PPI Form you wish to view, edit or create new.

Create New Contract

	Contract No./Title	Submitted?	Delete Option	Evaluations Complete
1	4444552525 Project S	Yes	Already submitted	0 out of 1
2	789-646464-4444 Project X	No	Delete	0 out of 0

PPQ tracking feature available to offerors

Example - Past Performance Project Menu

U.S. AIR FORCE

GEITA05 Past Performance Information Form

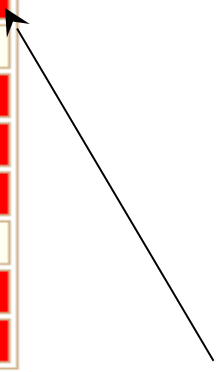
Logout

PPI Form Menu

Please click on and complete each section listed below. Red backgrounds in status columns are for items missing information. Some will need little or no information depending on the circumstances surrounding this contract.

Note: Information will not be officially submitted to AFCEE until you click a 'Submit' link that will appear once all required information has been entered.

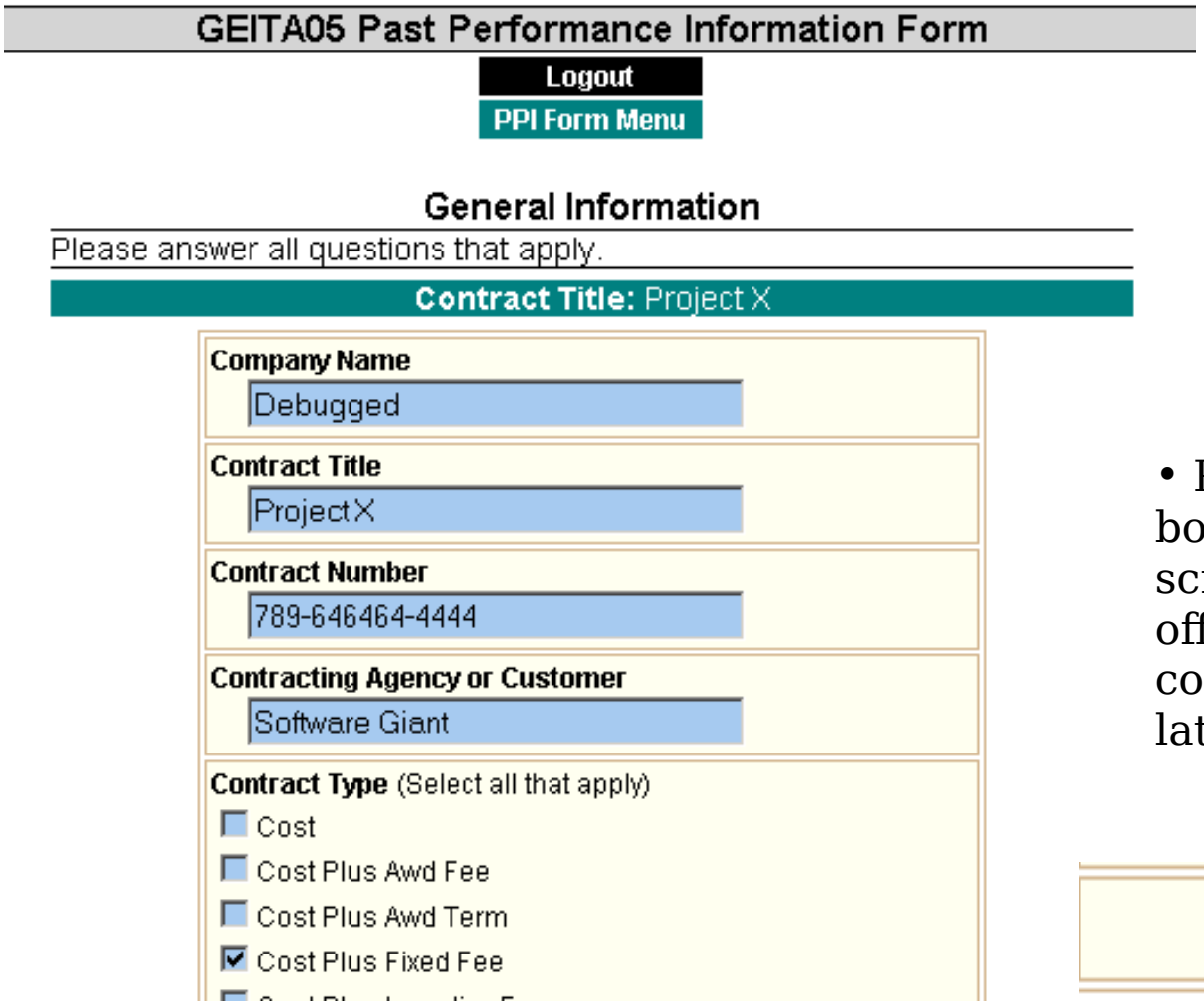
Contract Title: Project X	
View All Data	
Information Screen	**Status**
General Information	Pending
Place of Performance	0 States, 0 Continents
Multiple Work Locations	0 States, 0 Continents
Services	Pending
Teaming Partners	0 entered
References	0 entered
Relevant Personnel	0 entered
Description of service	Pending
Rationale for Effort Relevance	Pending



- Fields highlighted in red are mandatory. The submit button will not appear until all mandatory fields are completed.

Sample Section of the PPI Form

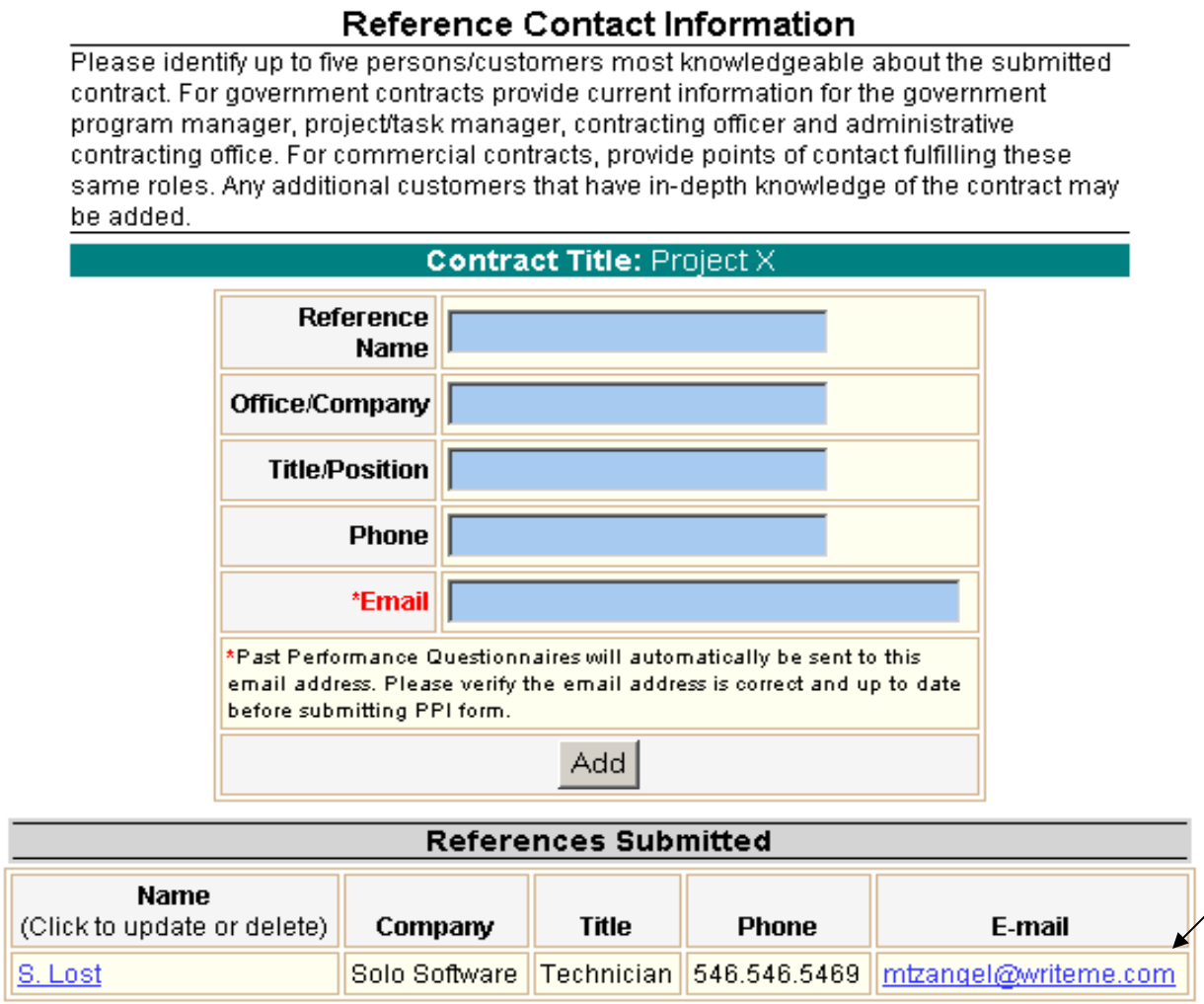
U.S. AIR FORCE



- Provided at the bottom of each screen, so that offeror may complete form at a later date.

Sample Section of the PPI Form

U.S. AIR FORCE



Reference Contact Information

Please identify up to five persons/customers most knowledgeable about the submitted contract. For government contracts provide current information for the government program manager, project/task manager, contracting officer and administrative contracting office. For commercial contracts, provide points of contact fulfilling these same roles. Any additional customers that have in-depth knowledge of the contract may be added.

Contract Title: Project X

Reference Name	
Office/Company	
Title/Position	
Phone	
*Email	

*Past Performance Questionnaires will automatically be sent to this email address. Please verify the email address is correct and up to date before submitting PPI form.

Add

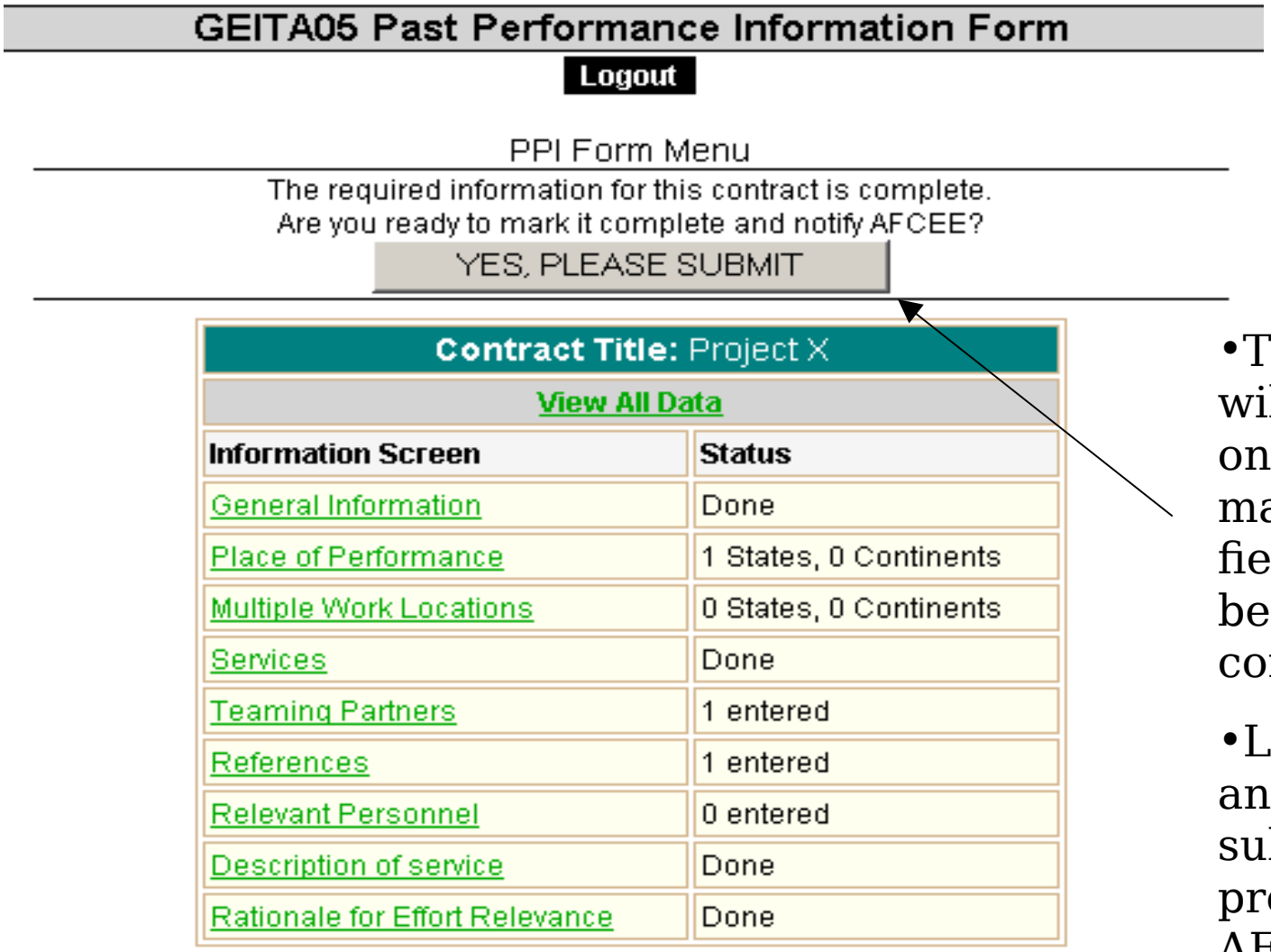
References Submitted

Name (Click to update or delete)	Company	Title	Phone	E-mail
S. Lost	Solo Software	Technician	546.546.5469	mtzangel@writeme.com

- Upon submission of PPI form, the system automatically generates and sends an email to the references identified, requesting completion of questionnaire.

Example - PPI Form Complete

U.S. AIR FORCE



- This button will appear only after all mandatory fields have been completed.
- Locks in data and officially submits project to AFCEE for evaluation.

Sample Teaming Partner Grid

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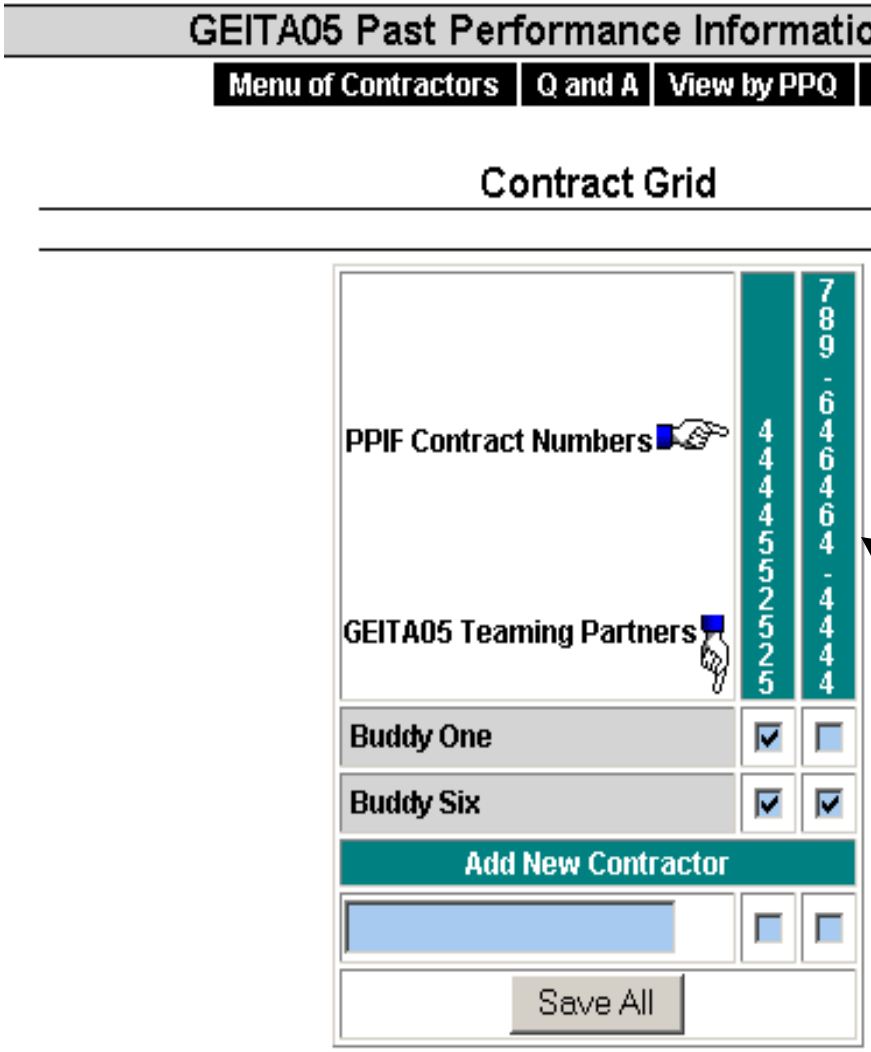


System automatically populates the contract number fields. Grabs data from PPI Forms submitted.

Example - Memo Sent to Reference via Email

U.S. AIR FORCE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CENTER
FOR ENVIRONMENTAL EXCELLENCE
BROOKS CITY-BASE TEXAS

Tuesday, May 04, 2004

311 HSW/PKVAB
3300 SIDNEY BROOKS
BROOKS CITY-BASE, TX 78235-5112

Dear S. Lost:

The Headquarters Air Force Center for Environmental Excellence and the 311th Human Systems Wing Directorate of Contracting of the Air Force Materiel Command is in the process of selecting contractors for award under the Environmental, Construction and Operations & Services contract. In general terms, this contract will be a focal point for acquiring a wide range of construction and environmental operations and services for federal customers worldwide. The length of this contract will be a minimum of 5 years. The Government wants to be confident that the contractors selected will be able to successfully accomplish our requirements.

One of the ways the Government intends to evaluate each Offeror is through the verification of the Offeror's past and present performance on other contracts. For this, we must depend on information received from agencies such as yours, which have h

Questionnaire Link: http://www.afcee.brooks.af.mil/pkv/GEITA05/_pastperf/ppq/login.asp

Link to PPQ website provided at bottom of memo.

Example - Reference's Past Performance Questionnaire Website

U.S. AIR FORCE

GEITA05 Past Performance Questionnaire

Welcome to the GEITA05 Past Performance Questionnaire website!

This new online past performance submission system has been designed to streamline the PPQ submission process, making submission of PPQs more efficient, less time consuming, and easier than ever. There are four parts to this questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

Part 1 - You will be asked to verify the general information pertaining to your contract, already submitted by the Offeror. A comment box has been provided should you find any errors in the information submitted.

Part 2 - You will be asked to rate the contractor on several statements and provide rationale for your rating.

Part 3 - Contains additional information requested regarding the performance on your contract.

Part 4 - Provides an opportunity for you to identify any other aspects of the contract you feel may be important to the governments evaluation.

Should you encounter any problems accessing the site, please contact Angelica Armenta at afcee.geita05@brooks.af.mil or by phone at (210) 536-3037.

Again, thank you for your time and valuable input!

Login

Email Address

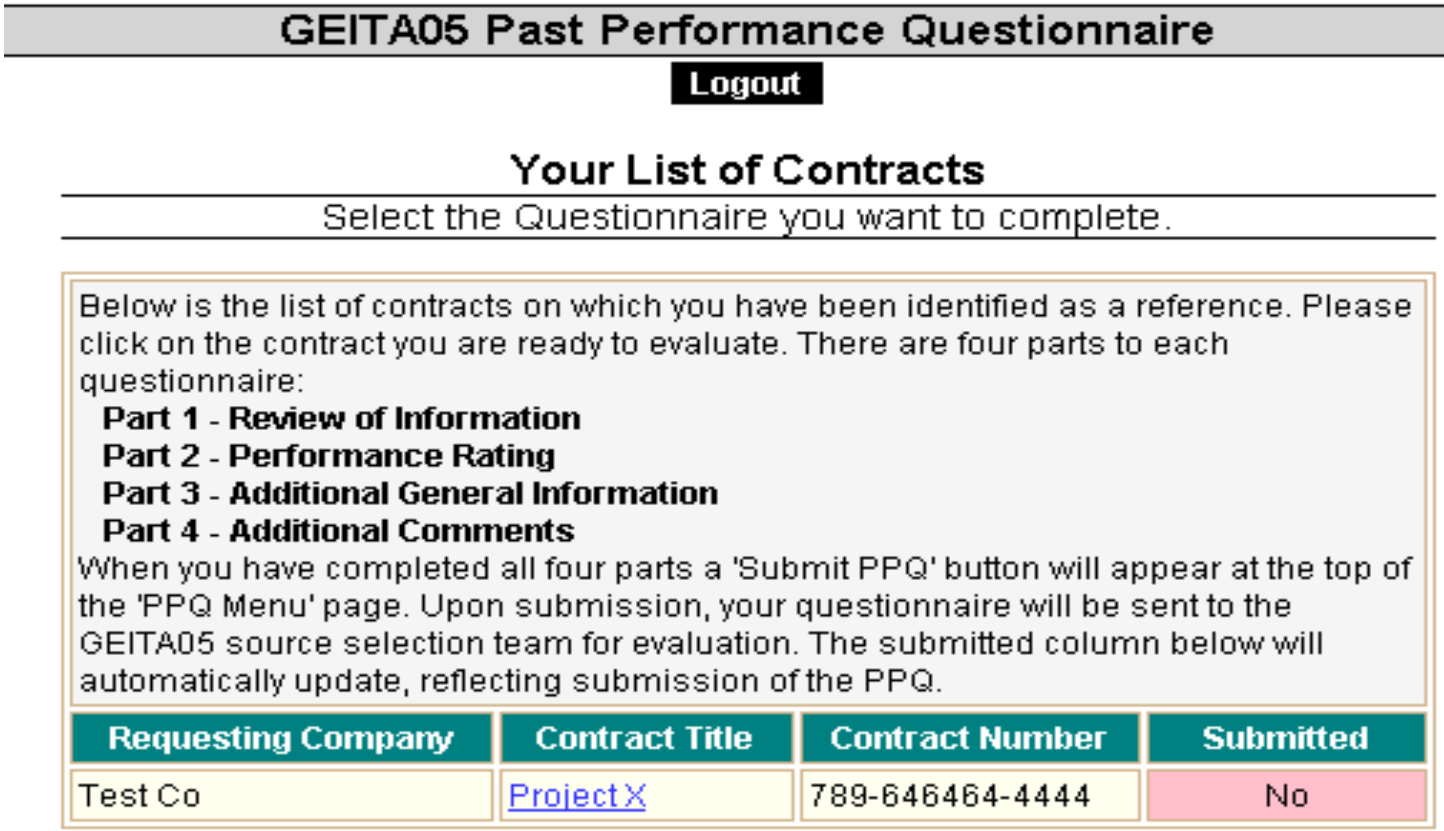
Submit

How to use this system

To logon you must have access to your email account.

1. Submit your email address.
2. Within a minute or two you should receive a PIN number emailed to the address you submitted.
3. Use this PIN number to complete your login.
4. After submitting your PIN, you will be directed to the PPQ site where you can begin inputting all data required.

Sample Reference's List of Questionnaires



GEITA05 Past Performance Questionnaire

Logout

Your List of Contracts

Select the Questionnaire you want to complete.

Below is the list of contracts on which you have been identified as a reference. Please click on the contract you are ready to evaluate. There are four parts to each questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

When you have completed all four parts a 'Submit PPQ' button will appear at the top of the 'PPQ Menu' page. Upon submission, your questionnaire will be sent to the GEITA05 source selection team for evaluation. The submitted column below will automatically update, reflecting submission of the PPQ.

Requesting Company	Contract Title	Contract Number	Submitted
Test Co	Project X	789-646464-4444	No

- Lists all questionnaires reference was asked to fill out, even if coming from multiple offerors.
- Identifies company requesting questionnaire.

Sample - Questionnaire Menu

U.S. AIR FORCE

GEITA05 Past Performance Questionnaire

Contract List | Logout

PPQ Menu

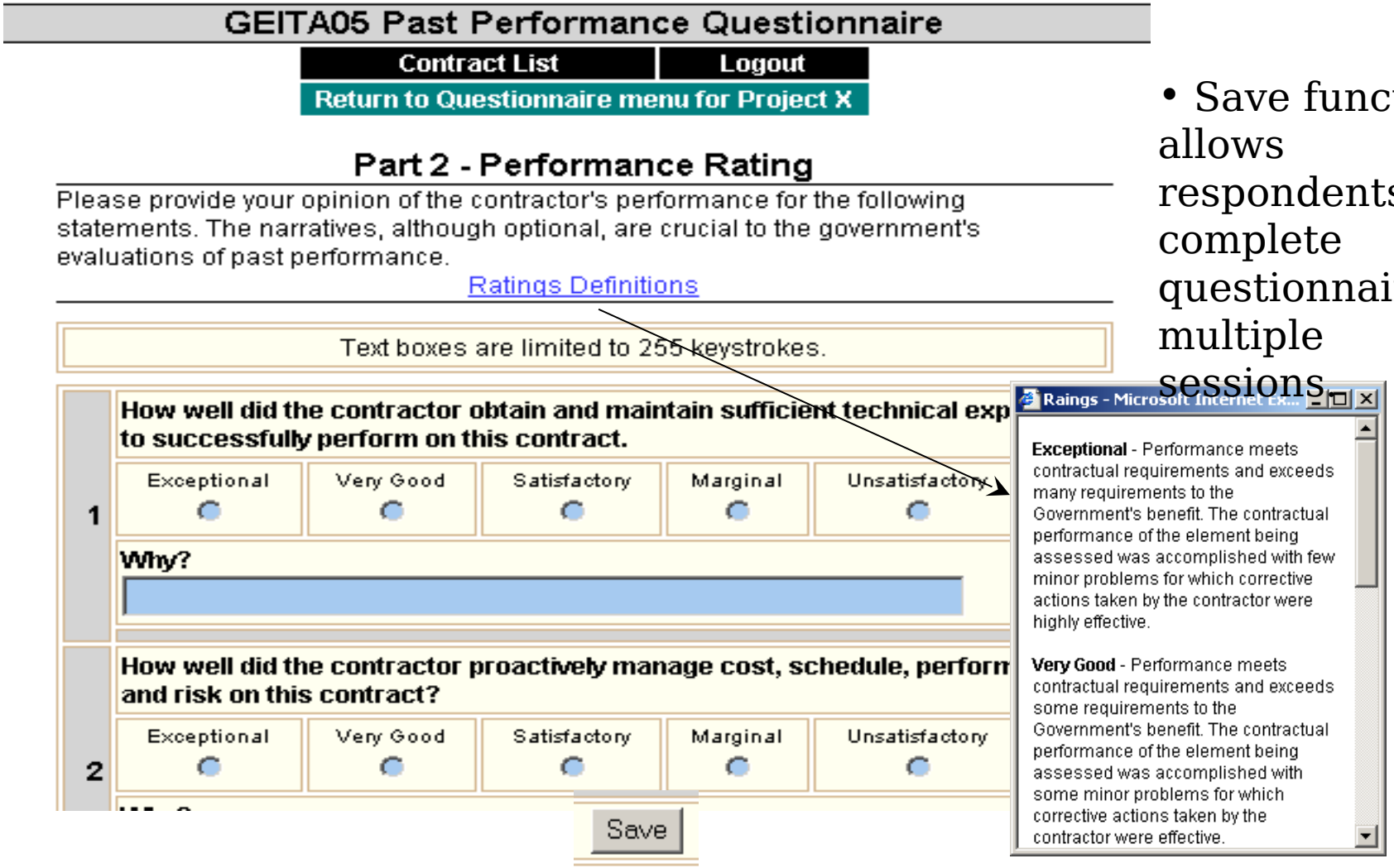
Please click on and complete each section listed below. Red backgrounds in status column indicate missing information for this part of the questionnaire.

Note: Information will not be officially submitted to AFCEE until you click a 'Submit' link that will appear when all red backgrounds are gone.

Contract Title: Project X	
View All Data in printable format	
Questionnaire Screen	**Status**
Part 1 - Review of Information	Optional
Part 2 - Performance Rating	Required
Part 3 - Additional General Information	Required
Part 4 - Additional Comments	Optional

Fields highlighted in red are mandatory. The submit button will not appear until all mandatory fields are completed.

Sample Section of the PPQ


GEITA05 Past Performance Questionnaire
Contract List
Logout
Return to Questionnaire menu for Project X
Part 2 - Performance Rating
Please provide your opinion of the contractor's performance for the following statements. The narratives, although optional, are crucial to the government's evaluations of past performance.
Ratings Definitions
Text boxes are limited to 255 keystrokes.
1
How well did the contractor obtain and maintain sufficient technical exp
to successfully perform on this contract.
Exceptional
Very Good
Satisfactory
Marginal
Unsatisfactory
Why?
2
How well did the contractor proactively manage cost, schedule, perform
and risk on this contract?
Exceptional
Very Good
Satisfactory
Marginal
Unsatisfactory
Save
Raings - Microsoft Internet Ex...
Exceptional - Performance meets contractual requirements and exceeds many requirements to the Government's benefit. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
Very Good - Performance meets contractual requirements and exceeds some requirements to the Government's benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

- Save function allows respondents to complete questionnaire in multiple sessions

Sample - Questionnaire Complete

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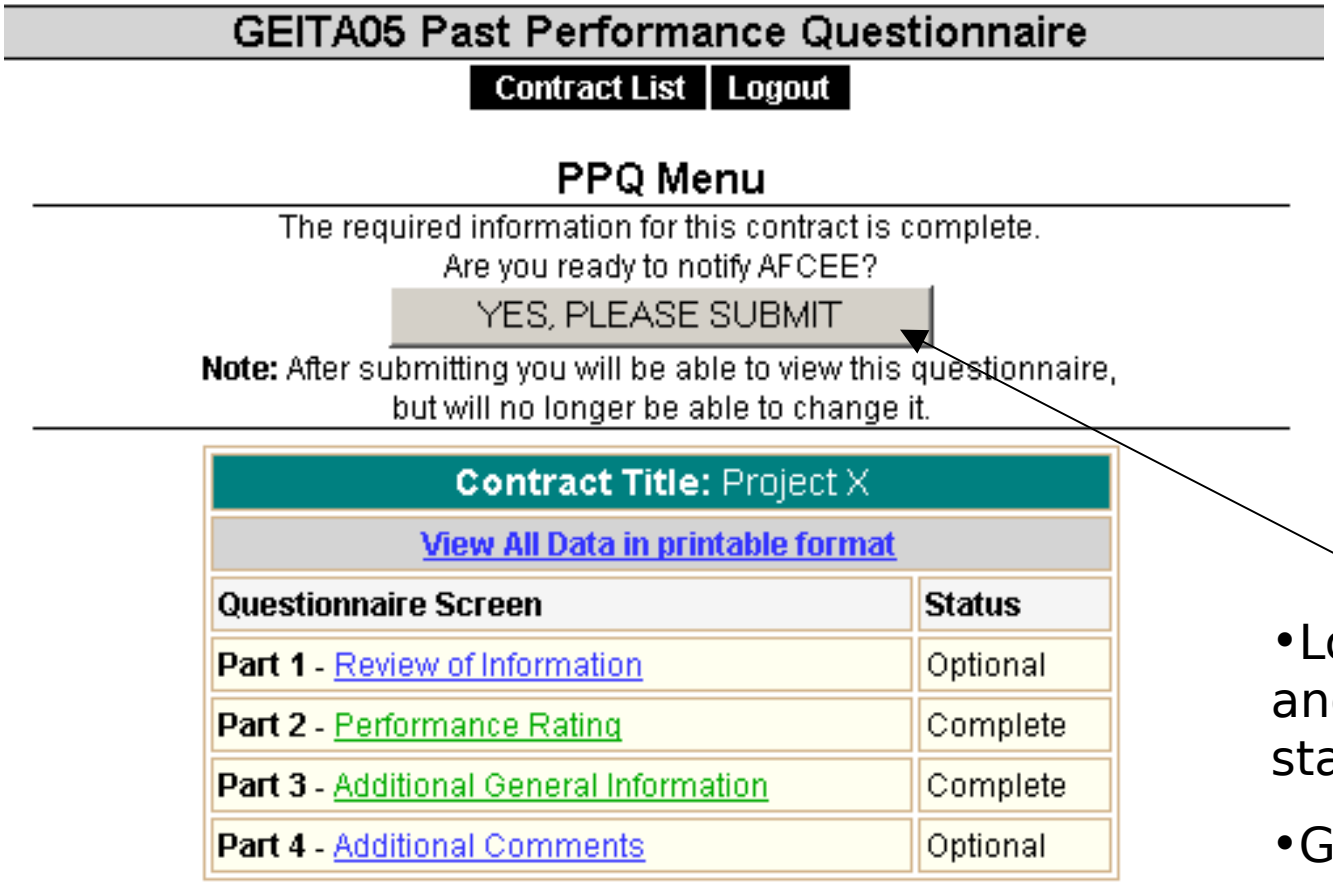
GEITA05 Past Performance Questionnaire
Contract List
Logout
PPQ Menu
The required information for this contract is complete.
Are you ready to notify AFCEE?
YES, PLEASE SUBMIT
Note: After submitting you will be able to view this questionnaire, but will no longer be able to change it.
Contract Title: Project X
View All Data in printable format
Questionnaire Screen
Status
Part 1 - Review of Information
Optional
Part 2 - Performance Rating
Complete
Part 3 - Additional General Information
Complete
Part 4 - Additional Comments
Optional

- Locks in data and updates status.
- Generates email to offeror alerting them of completion.

Example - Updated Status

GEITA05 Past Performance Questionnaire

Logout

Your List of Contracts

Select the Questionnaire you want to complete.

Below is the list of contracts on which you have been identified as a reference. Please click on the contract you are ready to evaluate. There are four parts to each questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

When you have completed all four parts a 'Submit PPQ' button will appear at the top of the 'PPQ Menu' page. Upon submission, your questionnaire will be sent to the GEITA05 source selection team for evaluation. The submitted column below will automatically update, reflecting submission of the PPQ.

Requesting Company	Contract Title	Contract Number	Submitted
Test Co	Project X	789-646464-4444	Yes

Example - Email Message sent to Offeror

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CENTER
FOR ENVIRONMENTAL EXCELLENCE
BROOKS CITY-BASE TEXAS

Monday, May 10, 2004

311 HSW/PKVAB
3300 SIDNEY BROOKS
BROOKS CITY-BASE, TX 78235-5112

Dear Angelica Armenta,

This is your notification that a Past Performance Questionnaire (PPQ) on contract Project X, has been submitted to AFCEE.

Tracking ID Number: 992

Questions

Back-Up Slides

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Risk Assessment

- Used to Develop Acquisition Strategy
  - Identify requirements
  - Identify and analyze risks associated with requirements
  - Develop mitigation plan to handle those risks
  - Implement plan within acquisition strategy
- Components of Risk
  - Probability of failing to achieve outcome
    - 0-10%, 11-40%, 41-60%, 61-90%, 91-100%
  - Consequence of failing to achieve outcome
    - Negligible, minor, moderate, serious, critical

Risk Assessment

Example of Risk Assessment Codes

- P1A – Symbol for Risk
  - P: One of the three consequences associated with each Risk
    - Performance (P)
    - Schedule (S)
    - Cost (C)
  - 1: The requirement from which the Risk was derived
  - A: Identification letter for each Risk (A,B,C,D,…) associated with a specific requirement

This example identifies the Performance Consequence of Risk A derived from Requirement 1

HERC Risk Analysis Matrix

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Risk Pre-Mitigation

	Negligible	Minor	Moderate	Serious	Critical
Level 5 91-100%					
Level 4 61-90%		P1A, S16A	S13A, C16A		
Level 3 41-60%			P11A	P12A	P1B, P3A, P3C
Level 2 11-40%		C2A	S2A, S2B, C2B, P3C, P4B, P4C, P4D, P6B, P15A	P4A, S4B, P6A, P8A, P10A, P12B, P14A	P3B
Level 1 0-10%	P5A	C13B	S13B, C14B	P9A	

Low Risk Medium Risk High Risk

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Risk Assessment Implementation Example

- Requirement: Ktr shall provide sufficient bonding to cover multiple, simultaneous TOs
- Risk: (P1A) If the Ktr has exhausted their bonding capacity, then the Government cannot award additional TOs to that Ktr
- Mitigation Strategy:
  - RFP Discriminator – Technical Qualifications & Mission Capability Factor
    - Section L, Paragraph 4.4, Subfactor 1.1 Resources, (g), (1) and (2) requires information on total and excess bonding ability and requires bonding surety letters
    - Section M, Paragraph 3.1, Subfactor 1.1 Resources, (g), (1) and (2) Requirement is met when surety letters demonstrate an excess bonding of $50M per project and $100M aggregate. Desirable to have more bonding capability than the minimum.

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Ordering Procedures

- Ordering Procedures
  - Fair opportunity to be considered applies to all TOs
  - Selection based on best value to Government
    - Specific technical/management capabilities
    - Past Performance on earlier projects, including but not limited to:
      - Customer satisfaction and input
      - Quality, timeliness, and warranty of deliverables
      - Compliance with local laws & regulations
      - Price/Cost control
    - Availability of labor/resources (capacity to perform), bonding capacity
    - Proximity to the proposed work site and current/past work
    - Price/Cost (pre-negotiated rates)

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Ordering Procedures

- Ordering Procedures (cont.)
  - Section 803 procedures do not apply to construction
  - Three options for contractor selection
    - Request proposal from one contractor
    - Request proposal from all contractors
    - Request proposals from only 8(a) contractors

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Statistics

- 426 Companies registered on website
  - 270 Prime
  - 113 Sub
  - 43 Other
- 528 Questions
- 173 Conference Registrants

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Past Performance

- Past Performance Due Dates
  - Past Performance Information due 11 Oct 05
  - Completed Past Performance Questionnaires due by proposal due date

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Past Performance

- Section L, Paragraph 5.3.1 Narrative – you have 10 pages to describe the following:
  - Past Performance Summary
    - Describe the role of the prime and each Teaming Partner that will potentially perform on the HERC contract
    - Used to determine relevancy of projects submitted
  - Relevance to MC Subfactors
    - Discuss how the projects submitted demonstrate ability to meet MC subfactors – this should include details for each project submitted
  - Organizational Structure Change History
    - Include a "roadmap" describing changes in the organization of your company as it applies to the past performance information submitted
    - Should also be general enough to apply to efforts on which the Government receives information from other sources

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Past Performance

- Section L, Paragraph 5.3.2 Present/Past Performance Documents
  - Past Performance Information (PPI) Forms (web-based)
    - Submit PPIs on contracts you consider most relevant
    - Submit 10 PPIs identifying active or completed contracts for each team
    - Submit at least three projects for the Prime
    - Submit *ONE* PPI Summary Sheet per team
  - Past Performance Questionnaires (PPQ)
    - Offeror will be able to log in to the PPI Form website to check on the number of questionnaires submitted to AFCEE

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Past Performance

- Section L, Paragraph 5.4 Consent Letters
  - Each teaming partner shall execute Consent Letters
  - The letters shall authorize release of adverse past performance information so the Offeror can respond to such information
- Section L, Paragraph 5.5 Client Authorization Letters
  - Each Offeror & teaming partner shall execute Client Authorization Letters for commercial customers
  - The letters shall authorize release of requested information on the Offeror's performance to the Government

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Past Performance

- Section M, Factor 3 Past Performance
  - Performance Confidence Assessment represents the evaluation of an Offeror's present and past work record to assess the Government's confidence in the Offeror's probability of successfully performing as proposed.
  - Each Offeror will receive an integrated PCA
  - Evaluation will focus on performance which is relevant to Mission Capability factors and subfactors.
  - Consideration will be given to the effort, or portion of the effort, being proposed by the team member whose contract is being reviewed and evaluated.

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Past Performance

- Section M, Factor 3 Past Performance (cont)
  - The PCAG will obtain additional past performance data, if available, from other sources.
  - When relevant performance record indicates performance problems, the Government will consider the number and severity of the problems and the appropriateness and effectiveness of any corrective actions taken.
  - The assessment will evaluate compliance with FAR 52.219-8, Utilization of Small Business Concerns and FAR 52.219-9, Small Business Subcontracting Plan.
  - Offerors without a record of relevant past performance or for whom information on past performance is not available will not be evaluated favorably or unfavorably on past performance and, as a result, will receive a "Neutral/Unknown Confidence" rating for the Past Performance factor.

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Past Performance

- Section M, Paragraph 2.3 Factor 3 Past Performance (cont)
  - Three things are considered
    - Recency – must have concluded no more than 3 years prior to date of solicitation
    - Relevance – determined based upon PPI, other sources
    - Performance – determined based upon PPQ responses, interviews, other sources
  - Performance Confidence Assessment (PCA)
    - Although the past performance evaluation focuses on performance that is relevant to the Mission Capability Subfactors, the resulting PCA is made at the factor level and represents an overall evaluation of contractor performance (recency, relevance, and performance)